**INSTRUCTIONS TO START BS FOUR YEARS DEGREE PROGRAM.**

1. *Application form may be downloaded from HED website (*https://hed.punjab.gov.pk/Apf*)*
2. *All the required documents and application form shall be received at Directorate of Public Instructions (Colleges), Punjab, before the closing date through courier services as mentioned in the timeline notified by HED*
3. *Building map and ownership/ rent/ lease deed attested by Oath Commissioner shall be submitted with application form*
4. *Affiliation from the public sector university in the concerned administrative division will be acquired after issuance of NOC by HED*
5. *Affiliation with private universities and the universities other than Punjab shall be considered illegal*
6. *Attested copies of appointment letters of the teachers/ employees and their salary slips*
7. *Regular/ full-time teachers shall be appointed*
8. *Scrutiny process of the files shall be conducted by the Director Public Instruction (Colleges), Punjab, and the deficiencies will be conveyed to the management through email/ letter. The management of the college will be given sufficient time to remove these deficiencies and resubmit the case to Directorate of Public Instruction (Colleges), Punjab,*
9. *HED team shall conduct inspection of colleges to verify information in application forms*
10. *NOC will be issued after information is verified by HED team as per the revised criteria*
11. *In case of deficiencies pointed out by Inspection Team, an appeal can be submitted to Directorate of Public Instruction (Colleges), Punjab, for revisit by the Redressal Grievance Committee after removal of deficiencies in the given time*
12. *Any college may be inspected by teams nominated by HED after issuance of NOC*
13. *An NOC shall stand cancelled if a college shall fail to comply with the directions of HED, involved in anti-state/ anti-religion activities, or facilities/ books/ teachers are not available during surprise inspection*